

MN Department of Human Services
Social Services Manual

Local Public Social Services Agencies

II-1000

Based on statutes and rules in effect as of 08/01/99

II Local Public Social Services Agencies

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County and Human Services Boards

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For information on the responsibility of the County Board for social services, see Minn. Stat. 256E.08 and for information on the responsibility of the Human Services Board for social services, see Minn. Stat. 402.02, subd. 2.

County Social Services and Human Services Agencies

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This Social Services Manual covers the work of these agencies. The term “local agencies”, “local social services agencies” or “county agencies” as used in this Manual, includes those agencies that are under the authority of the county and human services boards and that are responsible for the planning and delivery of public social services.

Merit Systems

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Local agency staff are employed through the State Merit System, with the following exceptions: Anoka, Blue Earth, Dakota, Hennepin, Itasca, Olmsted, Ramsey, Scott, and Washington Counties employ staff through their respective Merit Systems; and St. Louis County employs professional staff through the State Merit System and employs support and clerical staff through the St. Louis County Civil Service System.

For information on the State Merit System, see Minnesota Department of Human Services Merit System Manual.

Affirmative Action

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For information on Equal Opportunity and Affirmative Action, please refer to the “Affirmative Action, Equal Opportunity and Diversity Resource Guide for Minnesota County Human Services Agencies”.

Staff Development

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Authority

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1. 5 CFR 900.603 (c) (Federal Merit System Standard).
2. 42 USC 1397a (Adoption Assistance and Child Welfare Act of 1980).
3. Minn. Stat. 256E.05, subd. 3 (1998) (Community Social Services Act, Duties of Commissioner of Human Services).
4. Minn. Stat. 257.072, subd. 2, 3, and 7 (1998) (Duties of Commissioner; Minority Recruitment Specialist; Duties of Child-placing Agencies).
5. Minn. Stat. 626.559, subd. 1 (1998) (Specialized Training and Education Required).
6. Minn. Stat. 626.5591 (1998) (Child Protection Workers; Training; Advisory Committee).
7. Minn. Rules, part 9525.0012, subpart 6 (County Board Case Management Responsibilities for Persons with Developmental Disabilities).
8. Minn. Rules, part 9543.0130 (Licensors, Training).

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Responsibility

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The County Board, through the director and social services supervisor, is responsible for assuring that the social services staff providing community social services have necessary knowledge and skill to adequately perform their jobs. In addition, local agencies are responsible for assuring that training for foster parents and day care providers is available.

Staff Development Program Plan

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Requirements

II-1243.01

1. Formal staff development plans (including specific training activities) must be developed prior to participation in the training activity. (See Minn. Rules, part 9525.0012, subd. 6 for specific requirements regarding county board responsibilities for a plan to train case managers and case aides for persons with developmental disabilities.)
2. Formal staff development plans are required annually for all child protection workers or social services staff having responsibility for child protection duties. (See Minn. Rules, part 9560.0234: Protective Services for Children for specific plan requirements.)
Adapted from Minn. Stat. 626.559, subd. 1
3. Agency staff working in adoption and foster family recruitment must participate in cultural competency training and training on the needs of special needs children.
Adapted from Minn. Stat. 257.072, subd. 2 and 7
4. Annual training is required for licensing workers. The agency must keep a record of completed training in each licensor's personnel file.

Minn. Rules 9543.0130, subpart 3

Process

II-1243.02

The staff development planning process includes:

1. Identifying the agency/community priorities for services.
2. Identifying the agency/individual training needs (i.e., increased specialization, technical or procedural information, skill development).
3. Identifying the resources available to meet the training needs (i.e., colleges, universities, private professional associations, private training companies, individuals).
4. Developing a training plan which utilizes the most appropriate training resource available to meet the employee/agency training need, thereby improving the provision of services in the county.

Funding Sources

II-1244

Most federally subsidized social services programs allocate or provide for the allocation of money for staff development. Specific Titles which include staff development as a part of the social service program are Title IV-B, Title IV-E, and Title XX.

NOTE: Supervision is excluded as a reimbursable staff development cost by the federal

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government. It is an administrative expense.

Technical Assistance

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Check with the county administrator, county coordinator, or county human resources office for technical assistance regarding staff development.

Non-Merit System Homemakers and Chore Service Providers

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Authority

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1. 5 CFR Part 900.602 (Federal Standards for Merit System of Personnel Administration).
2. 26 USC 3306 (Federal Unemployment Tax Act).
3. Minn. Stat., chapter 13 (1998) (Government Data Practices).
4. Minn. Stat., chapter 176 (1998) (Workers' Compensation).
5. Minn. Stat. 268.03 - 268.24 (1998) (Unemployment Compensation).

Non-Merit System Status

II-1252

Homemakers and chore service providers (including housekeeping) under individual and independent purchase of service contracts with the local social services agency may be considered exempt from Merit System Coverage under the Federal Standards for a Merit System of Personnel Administration. The Federal standards allow for the exemption of a "reasonable number of positions".

5 CFR Part 900.602

Unemployment Compensation

II-1253

For the purposes of unemployment compensation any agency providing or authorizing the hiring of homemakers, personal care attendants, or other individuals performing similar services in the private home of an individual is considered to be the employer of the homemaker, attendant, or similar worker whether the agency pays the employee directly or provides funds to the recipient of the services to pay for the services.

Minn. Stat. 268.035, subd. 14

Direct your questions regarding unemployment compensation to the Minnesota Department of Economic Security.

Workers' Compensation

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A county may be held liable for a valid workers' compensation claim when a worker's compensation judge determines a household worker to be a county employee.

Adapted from Minn. Stat., chapter 176

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Excluded from workers' compensation is any person employed as a household worker in, for, or about, a private home or household who earns less than \$1,000 in cash in any three month period from a single private home or household, provided that any household worker who has earned \$1,000 or more from the worker's present employer in any three month period within the previous year shall be covered by workers' compensation regardless of whether or not the worker has in the present quarter earned \$1,000.

Minn. Stat. 176.041, subd. 1(n)

Address questions regarding workers' compensation to the Minnesota Department of Labor and Industry.